

NON-DEPARTMENTAL

This budgetary unit provides for the cost of government services that are not directly attributable to a specific City department. These items include liability and property insurance coverage, employee training, and support of City boards and commissions.

Further information on non-departmental expenditures is provided below.

PERSONNEL COSTS – The cost of the City's Employee Recognition Program (\$70,000) is included in this classification. Program expenditures include pay increases for distinguished performance, the annual Employee Recognition Day, the Service Awards Program, and the holiday party and gift certificates.

The other major expenditure in this classification is a supplemental payment made by the City to the State of Maryland Employees' Retirement System. This payment is in addition to the City's annual pension contribution made on behalf of civilian personnel. In the mid 1990s, the General Assembly revised the billing practices for the Employee's Retirement System. The legislation allowed the City to amortize its funding deficit over a period of 40 years. The payment for FY06 is \$69,500.

The cost of the City's Employee Assistance Program is also accounted for in this category.

SERVICES AND CHARGES – The City's cost for liability and property insurance coverage comprises the majority of expenditures in this category. The City purchases all insurance coverage, with the exception of health and worker's compensation, through the Local Government Insurance Trust. The budget includes \$133,500 for the City's liability and property insurance coverage.

The other major expenditure included in this classification is the cost of the Day Laborer site on New Hampshire Avenue. The budget includes \$80,000 for the site's operation. A portion of this cost is offset by a contribution in the amount of \$39,000 from Montgomery County. The County's contribution is accounted for in the Special Revenue Funds.

Funding in the amount of \$25,000 is included for contracts that are non-departmental in nature.

MISCELLANEOUS – The cost of the City's homeowner property tax rebate program is reflected in this classification. In FY05, the City provided those homeowners who qualified for the State tax credit with a rebate of 30 percent of the State credit amount. The City Council has discussed increasing the rebate amount to 50 percent. The budget includes \$50,000 for the property tax rebate program.

This classification also includes \$50,000 for employee training. A portion of these funds will be used for a citywide customer service training program; a train-the-trainer approach will be utilized.

One-half of one percent of revenues is set aside as a general contingency account to cover unexpected operating expenses during the fiscal year. Approximately \$78,000 is included for this purpose.

The "miscellaneous" classification also provides \$25,250 for support of City committees and commissions and community activities. Funding is provided for the Arts and Humanities Commission, the Public Safety Citizens' Advisory Committee, Fourth of July activities, and community festivals.

Other expenditures included in the "miscellaneous" category include the City's tuition reimbursement program, the payout of accrued leave to employees separating from the City's employment, and bad debt expense.

COUNCIL CONTINGENCY – In accordance with the Charter of the City of Takoma Park, two percent of revenues is set aside in an unappropriated reserve fund to cover unexpected costs. This contingency account includes \$314,977.

EQUIPMENT REPLACEMENT RESERVE – A contribution of \$100,000 to the Equipment Replacement Reserve is proposed to ensure funding for the future purchase of equipment and vehicles. This contribution will be processed as a transfer from the General Fund undesignated reserve to the Equipment Replacement Reserve. It is shown in the budget as an expenditure for disclosure purposes.

FY 2006 BUDGET SUMMARY - NON-DEPARTMENTAL






<u>Division</u>	<u>Audited FY03</u>	<u>Audited FY04</u>	<u>Budgeted FY05</u>	<u>Estimated FY05</u>	<u>Budgeted FY06</u>
Non Departmental					
Personnel Costs	83,507	90,596	137,000	126,581	139,500
Supplies	0	0	0	0	0
Services and Charges	155,739	209,590	304,626	249,217	238,500
Miscellaneous	152,862	236,031	373,328	311,250	242,795
Council Contingency	11,485	69,900	302,166	0	310,181
Equipment Replacement Reserve	0	0	100,000	100,000	100,000
TOTAL--NON DEPARTMENTAL	403,593	606,117	1,217,120	787,048	1,030,976

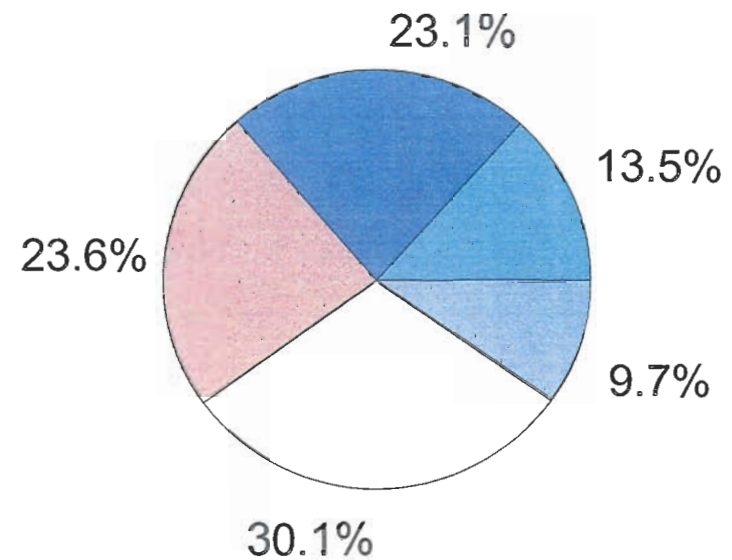
Note: \$100,000 was allocated to the Equipment Replacement Reserve in FY03. The City's audit reflects this as a transfer from the General Fund undesignated reserve to the Equipment Replacement Reserve. In the budget, it is shown as an expenditure for disclosure purposes.

FY 06 Budget

Non-Departmental By Cost Center

TOTAL = \$1,030,976

	Personnel Costs - \$139,500
	Services & Charges - \$ 238,500
	Miscellaneous - \$242,795
	Council Contingency - \$310,181
	Equip Replacement Res - \$100,000



FY 06 Budget

Non-Departmental By Category

TOTAL = \$1,030,976

	Contingencies - \$387,726
	Personnel Costs - \$139,500
	Insurance Premiums - \$133,500
	Equip Repl Reserve - \$100,000
	Day Laborer Site - \$80,000
	Training & Tuition Asst - \$58,000
	Miscellaneous - \$55,000
	Tax Rebate - \$50,000
	Commissions & Festivals - \$27,250

